



HEADQUARTERS
UNITED STATES FORCES-AFGHANISTAN
KABUL, AFGHANISTAN
APO AE 09356

USFOR-A DCDR-S

15 March 2010

MEMORANDUM FOR ALL USFOR-A Department of Defense Civilian Employees, Cognizant Supervisors, Managers and Timekeeping Officials

SUBJECT: U.S. Forces Afghanistan Policy Letter A03-09 – Standard Work Schedule and Timekeeping Procedures for U.S. Department of Defense (DoD) Civilian Employees Assigned to U.S. Forces – Afghanistan (USFOR-A)

1. PURPOSE. This policy establishes a routine work schedule, and a standard workweek for timekeeping purposes, for all U.S. Department of Defense (DoD) civilian employees assigned to U.S. Forces – Afghanistan (USFOR-A). It also provides flexibility and guidance for supervisors to reduce or approve additional work hours (overtime), and to modify this work schedule as necessary, to maximize resources and accomplish command objectives.

2. AUTHORITY. Title 5, Code of Federal Regulations (5 CFR), 610.101-121.

3. APPLICABILITY. This policy applies to all DoD civilian employees assigned or attached to USFOR-A and subordinate activities within the Afghanistan theater of operations, as well as the immediate supervisors or managers with timekeeping responsibility for these individuals.

4. POLICY.

a. The standard regular workweek for timekeeping purposes is Sunday through Thursday, 40 hour for the pay period. Work hours for the extended workweek include Fridays, Saturdays and Holidays are as follows:

- (1) Sunday: 1200-2030; 8 hours of regular work (qualifying for Sunday Pay) and one unpaid half hour for dinner.
- (2) Monday-Thursday: 0830-2030; 8 hours of regular work, 3 hours of scheduled overtime, one unpaid half hour for lunch and one unpaid half hour for dinner.
- (3) Friday: 1200-2030; 8 hours of scheduled overtime, and one unpaid half hour for dinner.
- (4) Saturday: 0830-2030; 11 hours of scheduled overtime, one unpaid half hour for lunch and one unpaid half hour for dinner.

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b. Management flexibility. Although this policy defines the command standard, the above workweek schedule does not preclude supervisors and managers from altering DoD Civilian work hours (on either a temporary or permanent basis), to ensure maximum utilization of resources and/or enhance mission accomplishment within their work areas. Authorized overtime may be more or less than indicated above, but in no instances shall the total workweek for DoD Civilians be less than 40 regular hours. If a supervisor or manager alters this standard work schedule on a permanent basis, the revised work schedule must be documented by signed memorandum to the employee affected, and a copy provided to the individual and the individual's timekeeping official at the parent or administrative command. Only the current in-theater supervisor or manager of a DoD civilian shall have the authority to change or alter that individual's work schedule for USFOR-A.

c. Meals. As a standard policy, employees will be considered to be in a non-pay status during meal breaks. Employees are encouraged to eat in the dining facility (DFAC) to get a respite from the work environment. However, when work priorities necessitate, takeout meals may be eaten while working in the work space, or other working lunches conducted; and that time considered part of the normal workday, with supervisory approval. Flexibility in meal times is permitted as a supervisor's or manager's prerogative.

d. Sunday and Holiday Work. All Sundays and holidays will be workdays for USFOR-A, but supervisors and managers shall exercise flexibility to allow attendance at religious services and participation in command-sponsored holiday events. Sunday and holiday work entitles DoD civilians to pay incentives, and as such, work must be appropriately reported when submitting timekeeping to ensure proper crediting of these entitlements.

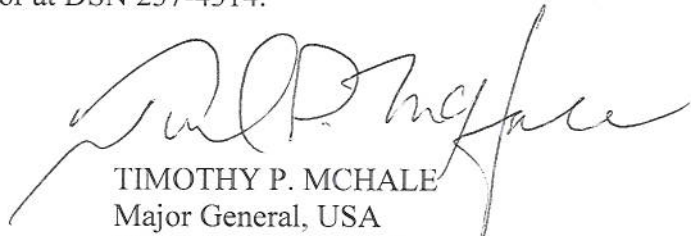
e. Timekeeping.

- (1) All time worked in excess of 8 hours per day (including Sunday work) and 40 cumulative regular hours per week shall be reported as overtime.
- (2) Up to 8 hours of regular work performed on Sunday may be recorded as Sunday work. Any work in excess of that shall be recorded as overtime.
- (3) GS employees may claim up to 8 hours of Holiday Pay for work actually performed on a holiday. Any work performed in addition to that should be recorded as overtime. NSPS employees may claim Holiday Pay for all hours actually performed on a holiday.
- (4) Employees who perform regularly scheduled work between 1800 and 0600 the following morning are entitled to night differential pay for those hours.

- (5) As all DoD civilians are assigned to USFOR-A on a temporary basis, timekeeping and pay processing is provided by each individual's parent or administrative support command. Each DoD civilian should be familiar with their parent command's requirements, and shall be responsible for submitting timely and accurate time and attendance information to meet those requirements. Due to degraded bandwidth within the Afghanistan AOR, employees may not have access to various automated timekeeping systems. Therefore, all time and attendance inputs must be reviewed in paper format and approved by their current in-theater supervisor. Then submitted by the employee with copies furnished to all respective personnel to include in-theater supervisor, home station supervisor and timekeeping officials via scanned PDF.

5. EFFECTIVE DATE. This policy is effective immediately. All previous policies, same subject, are hereby rescinded and superseded. This policy will expire within one calendar year (CY), unless extended by the Chief of Staff USFOR-A, or higher authority.

6. Point of contact for this policy and for assisting directorates with coordination, if required, is J1/Senior Strategic Human Resource Advisor at DSN 237-4314.



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